



PUBLIC NOTICE

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DA 99-1411
Released: July 19, 1999

WIRELESS TELECOMMUNICATIONS BUREAU PROVIDES FEE PAYMENT CHECKLIST FOR APPLICANTS USING THE UNIVERSAL LICENSING SYSTEM

Today applicants in the following radio services may file electronically via the Bureau's Universal Licensing System (ULS): Cellular, Part 22 Paging, Offshore, Auctioned Licenses, Aircraft, and GMRS. Applicants may fill out application forms and submit them online. However, application fees (where required) must still be submitted manually.¹ Applicants must mail or hand deliver a completed FCC Form 159 along with the correct fee payment to the Commission's fee collection agent in Pittsburgh, PA. Payment can be in the form of a check that is attached to the Form 159 or can be charged to a credit card by completing Section F of Form 159.

Our goal is to eliminate filing errors associated with Form 159, and thereby expedite processing of license applications requiring fees. Following the recommendations in the checklist below will greatly reduce the likelihood of processing delays or dismissals due to insufficient fees.

✓ Use the ULS generated FCC Form 159.

After submitting an application requiring a fee online, ULS will assign a file number and pre-fill fee information on FCC Form 159, including the correct fee amount due and the payment type code. ULS will then allow the applicant to print a copy of the application as submitted, and instruct the applicant on how to print the pre-filled Form 159. It is strongly recommended that applicants print and use the ULS generated Form 159 when submitting application fees. ULS has been programmed to insert all of the required fee information in the correct fields of FCC Form 159. Completing the form by hand will greatly increase the chance of error, possibly resulting in a delay in processing or dismissal of an application.

If for some reason FCC Form 159 must be completed by hand, applicants must be sure to include the following:

¹ In the near future, ULS will be capable of accepting credit card payments online. The Bureau will release a public notice and provide information on its website when this option becomes available.

- **FILE NUMBER.** Include the ULS assigned application file number in block (24A) of Form 159 for each call sign listed. It is extremely important that **only the file number** is included in this block (i.e., do not omit leading zeros in the file number or provide additional text such as “file number.”)
- **TOTAL AMOUNT.** Indicate the total amount paid in Item (3) of Section A of the form.

If the ULS assigned application file number(s) and the correct total amount are not provided, the fee payment cannot be processed and the application will most likely be dismissed.

✓ **Pay the amount specified by ULS.**

ULS has been programmed to calculate the correct fee amount due. To avoid dismissal of your application, you must submit payment in the amount specified by ULS. If you believe that the ULS incorrectly calculated the fee, either too high or too low, you should take the following steps to avoid processing delays and/or dismissal:

- Pay the fee precisely as calculated by ULS;
- Consult the Bureau’s Fee Filing Guide to verify the required fee. The Fee Filing Guide is available on the internet at: <http://www.fcc.gov/fees/appfees.html>
- Call ULS Technical Support at (202) 414-1250 and report the fee discrepancy. You will be put in touch with Bureau staff who will verify the fee due, and provide you with instructions (if necessary) for either requesting a refund or remitting an additional payment.

✓ **Submit fee payment in a timely manner.**

FCC Form 159 and accompanying fee must be received by the Commission within 10 days of filing the application or else the application will be dismissed.

✓ **Submit only one check per FCC Form 159.**

When a filing involving multiple call signs is submitted on the same Form 159, for example the renewal of multiple call signs, each call sign and individual renewal fee must be listed separately in Section C of the ULS generated Form 159. However, rather than submitting individual fees for each call sign listed on the form, a single instrument of payment (e.g., a single check) for the total amount due must be submitted. The Commission will process only one instrument of payment per Form 159. Submitting multiple payment instruments will result in processing delays and possibly dismissal.

✓ **If remitting payment by credit card, complete Section F of FCC Form 159.**

If payment is charged to a credit card, Section F must be completed after printing the ULS generated Form 159. Credit card type, credit card account number, expiration date, and signature authorizing payment must be provided.

Remember if FCC Form 159 is completed entirely by hand, applicants must be sure to include the following:

- **FILE NUMBER.** Include the ULS assigned application file number in block (24A) of Form 159 for each call sign listed. It is extremely important that **only the file number** is included in this block (i.e., do not omit leading zeros in the file number or provide additional text such as “file number.”)
- **TOTAL AMOUNT.** Indicate the total amount paid in Item (3) of Section A of the form.

If the ULS assigned application file number(s) and the correct total amount are not provided, the fee payment cannot be processed and the application will most likely be dismissed .

✓ **Mail or deliver the Form 159 and fee payment to the correct address.**

Applicants may mail or hand-deliver their applications to the addresses listed below.

Mail delivery

Federal Communications Commission
ULS Electronic Filing
P.O. Box 358994
Pittsburgh, PA 15251-5994

Hand delivery

If you wish to hand-deliver or courier your fee payment to Pittsburgh, it should be enclosed in a sealed envelope with the appropriate Post Office Box address as indicated above, clearly marked on the outside. The envelope may be delivered to the FCC’s lockbox agent at the following address:

Federal Communications Commission
c/o Mellon Bank
525 William Penn Way
27th Floor Room 153-2713
Pittsburgh, PA 15259
Attn: Wholesale Lockbox Shift Supervisor

Technical Support/Contact Information

For general information about ULS, including answers to frequently asked questions regarding submitting applications, finding the status of pending applications, and searching the ULS database, the Commission recommends first consulting the ULS web page at <http://www.fcc.gov/wtb/uls>. Those having specific questions not addressed on the web page may contact Commission staff via phone or e-mail as described below.

FCC Technical Support Hotline: (202) 414-1250 (TTY: (202) 414-1255), or via e-mail at ulscomm@fcc.gov. Contact the Technical Support Hotline about questions concerning computer access to ULS, TIN registration, uploading files, or submitting attachments in ULS. The hotline is available Monday through Friday, from 8:00 am to 6:00 pm eastern time. In order to provide better service to ULS users and ensure the security of the electronic filing system, *all calls to the hotline are recorded*.

ULS Licensing Support and Forms Information: 1-888-CALL-FCC (225-5322), choose option #2. E-mail questions may be sent to ulshelp@fcc.gov. Contact Licensing Support with questions about which application purpose(s) are appropriate for a particular filing, what information is being requested on a ULS form or schedule, or any other ULS-related licensing matter. ULS Licensing Support is available Monday through Friday, from 8:00 am to 5:30 pm eastern time.

Comments on ULS should be sent via the Internet to: ulscomm@fcc.gov.